

**DEPARTMENT OF PUBLIC SERVICE REGULATION  
PUBLIC SERVICE COMMISSION  
STATE OF MONTANA JOB VACANCY  
AN EQUAL OPPORTUNITY EMPLOYER**

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**JOB TITLE:** ATTORNEY

**POSITION NO.:** 42100040

**DIVISION:** Legal

**PAY BAND:** 7

**SALARY:** \$52,070 annual, minimum for pay band 7\*

**BARGAINING UNIT:** N/A

**LOCATION:** HELENA, MONTANA

**SUPPLEMENT REQUIRED:** No

**STATUS:** Full-time Permanent

**APPLICATION DEADLINE:** Tuesday, November 6, 2007

**APPLICATION SUPPLEMENT:** No

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**APPLICATION DEADLINE**

Applications must be returned to your local job service office or mailed directly to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date. The Public Service Commission accepts electronic applications e-mailed to: [slitschauer@mt.gov](mailto:slitschauer@mt.gov) by 5:00 pm on the closing date.

**REASONABLE ACCOMMODATION**

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the Public Service Commission to consider any such accommodation, the applicant must make known any needed accommodation.

**TYPICAL DUTIES**

This position provides legal representation and/or counsel to the five-member Montana Public Service Commission and its staff and is located within the Legal Division.

Examples of duties include the following:

1. represents the Commission in cases before the Montana District Courts, the Montana Supreme Court, federal district courts, federal appellate courts and federal administrative agencies;
2. assists the commission in contested cases at the administrative level;

3. advises the commission in its decision-making process;
4. drafts orders;
5. responds to public and press inquiries;
6. drafts and reviews proposed legislation;
7. testifies before legislative committees;
8. drafts rules;
9. acts as hearings examiner;
10. acts as advocacy attorney;
11. enforces motor carrier statutes;
12. advises the Commission on administrative matters;
13. monitors federal agencies and may participate in federal dockets or cases.

#### **SPECIAL NOTE**

The person in this position will have responsibility for advising the Commission on some or all of the following: the Montana Telecommunications Act (a complex piece of legislation whose implementation requires significant attention to and knowledge of the Federal Telecommunications Act of 1996); the Electric Utility Industry and Customer Choice Act (a complex statute that requires careful implementation by the Commission); most other parts of Title 69, MCA; the Montana Administrative Procedure Act as it applies to the many and varied actions and responsibilities of the Commission; other parts of state and federal law that relate to the duties of the commission.

The person in this position may specialize in a particular area of public utility law, for example telecommunications or energy, or may handle a variety of PSC legal work. Work assignments for this position will be made by the Legal Division Administrator based on an assessment of agency needs.

#### **EDUCATION/EXPERIENCE**

Must have graduated from law school and been admitted to practice law in Montana. Persons who have taken the Montana Bar Exam, but have not received the result, or who are preparing to take the next bar exam may be hired on a probationary basis.

\*Applicant without the requisite minimum experience may be hired under a training agreement at a lower annual salary.

#### **COMPETENCIES**

The person in this position will have, or will obtain, a high level of legal expertise in state and, where necessary, federal law related to the regulation of some combination of electricity, natural gas, telecommunications, water/sewer, and motor carrier transportation. In addition, this position will have, or obtain, a high level of expertise in administrative law and practice, including the application and implementation of the Montana Administrative Procedure Act as it relates to the work of the Commission.

### **APPLICATION AND SELECTION PROCEDURES**

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to: an evaluation of the Montana State Application form; an evaluation of education, training and experience; a semi-structured oral interview; a review of writing samples; reference checks.

All applicants must submit the following:

1. A resume, including three references related to past job experience.
2. A writing sample.
3. A completed and signed State of Montana Application Form (PD-25, Rev. 5/2003 or later).

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

### **Statement of Selective Service Registration Status**

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

**A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.**

### **LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED**